


# The Class Record

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The Class record stores vital information about your classes and can be accessed from these locations in Jackrabbit:

- *Classes (menu)* > *All Classes* > click the class name link in the grid
- *Classes (menu)* > *All Classes* > click the row menu  > *View/Edit*

Every Class record has its own tabs, buttons, and links. See [Class Fields Explained](#) for additional information on the various class detail fields.

## Class: Jazz L2 - Tues 7pm

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Class Roll

Enroll Student

Email/Text Class

Enter Absences

Absence/Attendance

Post Class Transactions

Copy Class

Mass Drop

Sizes/Measurements

Archive Class

Summary

Enroll List

Drop List

Absences

Makeups

Wait List

Instructors

Lesson Plan

Skills/Levels

Misc

Costumes

Notes (0)

Resources (0)

Class Name

Jazz L2 - Tues 7pm

Status

Active

Location

EDU

Room

Studio A

Session

Spring 2020

Class Start Date

3/1/2020

End Date

5/31/2020

Registration Start Date

1/1/2020

Days

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Start Time

07:00pm

End Time

08:00pm

Duration

1:00

Tuition Fee

67.50

Per-Day

No

Tuition Billing Method

By Total Hours

Exclude from Total Hours Count

Tuition Billing Cycle

Monthly

Gender

All

Min Age

14 years

months

Max Age

years

months

Cutoff Date

mm/dd/yyyy

Category1

Dance

Category2

Intermediate

Category3

Enrollment

Openings

Size

Max Size

Future Drops

Future Enrolls

Wait

Max Wait

Makeups

Description

Junior Jazz

Display on Website

Yes

Allow Web Registration

Yes

Allow Portal Enrollment

Yes

Allow Trial Enrollment

Yes

Class ID

Virtual Class / Video Link URL

https://docs.google.com/document/d/1OPjCLiQpVfFoNyYi

Virtual Class / Video Link Text

March 15-31 Video Homework

Buttons are used to perform actions for the class.

Tabs provide specific information about the class. Currently the Summary tab is displayed.

Virtual Class links can be added here.

## Class Tab Descriptions

Summary	Enroll List	Drop List	Absences	Makeups	Wait List	Instructors	Lesson Plan	Skills/Levels	Misc	Costumes	Notes (0)	Resources (0)
Summary	Stores basic class information including dates and times, tuition posting settings, and enrollment settings. From this tab you can control whether the class displays online and if online and portal enrollments are permitted. If you offer virtual classes, or share video tutorials, entering them on the Class Summary tab will make that resource available in the Parent Portal.											
Enroll List	Lists all students enrolled in the class, as well as students with a future enrollment. From this page, a user can drop or transfer a student as well as indicate the <b>enrollment type</b> of a student (example: trial, wait list, etc.).											
Drop List	Summarizes the <b>drops</b> that have occurred for the class. From this tab, the user can also indicate if the student completed the class.											
Absences	A summary of all students' absences for the class are displayed and you can also access detailed class absence/attendance history for each student. If you <b>track attendance instead</b> , this tab will be labelled <i>Attendance</i> .											
Makeups	Scheduled <b>makeups</b> display here.											
Wait List	Lists students who are <b>waitlisted</b> for the class.											
Instructors	<b>Staff/Instructors are assigned to a class</b> from the Instructor tab. Jackrabbit allows up to four instructors for each class.											
Lesson Plan	<b>Lesson plans</b> can be added to a class, or a Master Lesson Plan can be copied into the class. Lesson Plans assigned to classes can be viewed in the Staff Portal.											
Skills/Levels	Assign <b>Skills</b> to a class to track student progress on the <i>Skills</i> tab.											
Misc	Add notes related to the class that you can refer back to.											
Costumes	Add either apparel, costumes, equipment, materials, or supplies to a class. The name of this tab is dependent on the setting chosen in <i>Tools &gt; Edit Settings &gt; Costume/Apparel Module Settings &gt; Preferred Costume Module Name</i> . <b>Learn more about Costume//Apparel management.</b>											
Notes	Create and store searchable <b>notes</b> regarding the class.											
Resources	View, upload files, and add links to the class. <b>Resources</b> can be shared with parents and staff.											

## Class Button Descriptions

[Class Roll](#)
[Enroll Student](#)
[Email/Text Class](#)
[Enter Absences](#)
[Absence/Attendance](#)
[Post Class Transactions](#)
[Copy Class](#)
[Mass Drop](#)
[Sizes/Measurements](#)
[Archive Class](#)

Class Roll	View or print a <a href="#">class roll</a> for the specific class.
Enroll Student	Enroll students using the <a href="#">Enroll Students</a> button.
Email/Text Class	Use the Email/Text Class button to quickly <a href="#">email</a> or <a href="#">text</a> a specific class.
Enter Absences	When tracking absences in Jackrabbit (the default), they are entered using this button when you aren't utilizing the <a href="#">Staff Portal Attendance</a> feature. If you <a href="#">track attendance instead</a> , this button will be labelled <i>Enter Attendance</i> .
Absence/Attendance	The Absence/Attendance button provides a shortcut to the <a href="#">Student Attendance Report</a> for that class.
Post Class Transactions	Post a group fee to that specific class. <a href="#">Learn more about Post Class Transactions</a> .
Copy Class	Use the <a href="#">Copy Class</a> button to copy (duplicate) an individual class. This is particularly useful when creating classes that contain similar information and only require a few changes.
Mass Drop	<a href="#">Mass Drop</a> is a quick, efficient way to drop all the students from a class. It is recommended when a class is cancelled.
Sizes/Measurements	Enter sizes / measurements for students in a class using this button. This information is used for <a href="#">Costume management</a> .
Archive Class	Use the <a href="#">Archive Class</a> button to archive the specific class.

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